

DD/A REGISTRY

FILE: meetings

DD/A 81-0038

8 JAN 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education
EEO/DDA

STAT FROM:
Chief, Management Staff, DDA

SUBJECT: January 1981 DDA Management Conferences

REFERENCE: My Multi-adse Memo to You dtd 6 Nov 80,
Subject: 1981 Directorate-Level Planning
Objectives (DD/A 80-0427/10)

1. Attached is the schedule for the first quarter 1981 Management Conferences. The review period is October through December 1980. We will need your office submissions at least five working days prior to your conference.

2. There will be some changes to the format of the Management Conferences this year. Those changes are:

- The conferences will be limited to one hour;
- Each of your strategic objectives is to be discussed at each quarterly conference;
- Rather than discuss each operational objective each quarter, you are asked to select one or two each quarter and deal with each in much greater depth than has previously been the case. The choice of which operational objective is discussed at which quarterly session is left to you. Operational objectives may be discussed more than once, as appropriate;

- You are free to deal with any other ad-hoc objectives—so called conversational objectives—that you feel are either timely or appropriate, provided that you live within the one-hour limitation;
- The discussion of each objective may be led by you personally or by one or more of your line/staff managers, at your discretion. Regardless, attendance of both you and your senior managers is requested.

3. To summarize, please submit the standard documentation (action plans and narrative status reports) for each of the approved objectives each quarter—even for those that are not scheduled for discussion. Please also furnish us with a proposed agenda for the Conference that indicates the order of presentation and the names(s) of each presenter. You may use the standard agenda format which has been used in the past.

4. If you have any questions regarding the conference schedules, the current objectives, or the changes, please contact me or

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Attachment:
Conference Schedule

Distribution:

- Orig - D/OC w/att
- 1 - ea additional adse
- ✓ 1 - DDA Subject w/att
- 1 - DDA Chrono w/o att
- 1 - DDA/MS Subject w/att
- 1 - DDA/MS Chrono w/o att
- 1 - TBC Chrono w/o att
- 1 - [redacted]
- 1 - KDG

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DDA/MS: [redacted] il: [redacted] (8 Jan 81)

JANUARY 1981 MANAGEMENT CONFERENCES

OFFICE	DATE	TIME	LOCATION	
EEO	21 JANUARY (WEDNESDAY)	12:30 P.M.	7D32 HQS	
OTE	22 JANUARY (THURSDAY)	1:30 P.M.	1025 C o C	
OL	23 JANUARY (FRIDAY)	1:30 P.M.	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	STAT
OIS	26 JANUARY (MONDAY)	10:30 A.M.	1207 AMES	
OS	27 JANUARY (TUESDAY)	3:00 P.M.	4E64 HQS	
OC	28 JANUARY (WEDNESDAY)	1:30 P.M.	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	STAT
OF	29 JANUARY (THURSDAY)	1:00 P.M.	1200 KEY	
OMS	30 JANUARY (FRIDAY)	10:30 A.M.	1D4021 HQS	
ODP	2 FEBRUARY (MONDAY)	10:30 A.M.	2D03 HQS	